

SECTION 12. A Union official shall be present at new employee orientations conducted by the Civilian Personnel Office for a minimum of ten (10) minutes and a maximum of 30 minutes to speak to the new employees with regard to employee rights covered in Article 2 of this agreement, and Union representational responsibilities. At no time during the orientation will any Union official solicit membership in the local.

## ARTICLE 8

### USE OF CENTER FACILITIES BY THE UNION

SECTION 1. The Union may use part of Building 511 as their office space, within available funding and mission constraints. The Union understands that this office is not to be used by employees for conducting internal Union business during their working hours. Any space made available to the Union will have a telephone for on-base local non-toll calls. The phone number for the NAGE office is 982-4887. Within available funds the Employer will provide essential janitorial service at no charge to the Union. If funding limitations require cessation of service to non-official spaces, janitorial service to the Union will be terminated at that time.

SECTION 2. Bulletin boards are set aside for use by the Union. The number and location of such bulletin boards are determined by the Employer who gives consideration to the recommendations of the Union,

a. The bulletin boards will be used for posting of notices as may be agreed upon between the parties.

b. The Union is responsible for maintaining these bulletin boards in good order.

SECTION 3. The National Association of Government Employees, Local R12-29, will be placed on the Center's Mailing List, be given a CBC mail code, and be provided Center Instructions and Notices pertaining to civilian personnel matters.

SECTION 4. General announcements may be included in the Center's newspaper (The Coverall), the unofficial section of the Plan of the Day and/or the Civilian Personnel Office Bulletin. All material will be submitted to the Employer for review and discussion and will be subject to final approval by the Employer prior to publication.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION 5. The Union would normally use the copier in the Union Office. On occasion, the copiers in other buildings on this base may be used by the Union for official business only. This does not include use for internal Union business. The Union agrees to abide to CBC NOTE 5600 or its succeeding instruction.

#### ARTICLE 9

##### PARTICIPATION IN WAGE SURVEYS

SECTION 1. In accordance with existing regulations, the Union will be notified of area wage survey schedules. The Employer will inform the Union of instructions received to organize a survey and of starting dates which require action by the Employer. The Employer will furnish survey information to the Union as received.

#### ARTICLE 10

##### JOB/POSITION DESCRIPTIONS

SECTION 1. Whenever a job is to be filled, the announcement, the position description or job description and/or the applicable rating definition must coincide with the job to be filled. Employees applying for any advertised position will be authorized to review the position description.

SECTION 2. An employee may request his/her supervisor to initiate action by the Civilian Personnel Office for a review of his/her job, his/her position or job description and/or rating definition for content, title and level when he/she believes that the duties and responsibilities described are not in agreement with the duties assigned and performed. Management will within five (5) working days forward the employee's request to the Civilian Personnel Office, and shall within the same five (5) working days notify the employee in writing of this action. Nothing in this section will infringe upon the right of the Employer to assign employees work outside their regular ratings for short periods of time. After initial discussion between employee and the supervisor, the employee may be represented by his/her shop steward in discussing primary duty assignments that are not in agreement with those noted in his/her position or job description and/or rating definition. In reviewing the job standard used to evaluate the job occupied or in pursuing an appeal.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_